



United States Mission to the United Nations



U.S. Department of State New York, NY

Announcement Number: USUN-0292

Position Title: Public Affairs Specialist

Office and Location: Press & Public Affairs Section, New York, NY

Type of Position: Excepted Appointment

Series and Grade: GG-1035-14

Salary Range: \$109,022.00 – \$141,726

Promotion Potential: NONE

Opening Date: 5/20/11

Closing Date: 6/01/11

Supervisory: None

Security Clearance Required: If selected must be able to obtain and maintain Top Secret.

Relocation Expenses: This will **not be paid**.

Area of Consideration: ALL SOURCES

Comments: (1) *This is an Excepted Service Position* (2) *Incumbent will be subject to random drug testing.*

“You are encouraged to read the entire announcement before you submit your application package. Your application may not get full consideration if you do not follow the instructions as outlined.”

Resume must contain information sufficient (detailed) to make a valid determination as to whether or not the specialized experience requirements for the grade level are met.

JOB SUMMARY: This position is located in the Press and Public Affairs Section of the U.S. Mission to the United Nations. As Deputy Spokesperson/Supervisory Public Affairs Specialist, provides high level support to the Director of Communications in written and verbal communications. Serves as communications and public affairs advisor to the U.S. Representative, the Deputy U.S. Representative, and other Ambassadors on communications and public affairs matters. Plans and manages public affairs campaigns; supports press activities and events by cabinet and other high level officials at the United Nations; oversees the work of a press sub-unit with media monitoring and communications functions.

Selecting Placement Factor:

Must have outstanding skills in written and verbal communications to convey information concerning complex foreign policy issues and public affairs recommendations to the highest levels of the Department; to inform and to respond to questions from media and other specialized groups. This includes draft editorials, policy papers, press releases, statements and announcements for use by senior officials. Must provide 2-3 brief samples of this type of writing (2 pages maximum) as an attachment.

MAJOR DUTIES:

- Serves as advisor to the U.S. Representative in the planning and development of the Communications and Public Affairs Programs.
- Serves as Deputy Spokesperson for the Mission and the U.S. Representative on specific areas.
- Provides recommendations for the planning of specific proactive media and public relations program to disseminate information.
- Examines, analyzes media and public reaction to various Mission decisions and actions at the UN.
- Recommends new strategies, programs and campaigns.
- Prepares press guidance on foreign policy issues the U.S. is handling at the United Nations.

- Serves as principal New York press lead for visiting cabinet and other high level officials.
- Plans and directs national campaigns
- Initiates and maintains close collaboration and coordination and effective professional relationship with the broadcast media, the White House and Department of State.
- Oversees and supervises a Press Sub-Unit that provides a wide range of communications support to the rest of the Press Section.

QUALIFICATION REQUIREMENTS (OPM Qualification Standards for General Schedule Positions):
Applicants must have the required experience or education as described below and meet any selective factors, when specified.

Applicants must have at least one (1) year or more specialized experience equivalent to the GG-13 level in the Federal Government. Such experience must have equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of this position. There is no substitution of education for experience at this level. Qualifying experience will demonstrate:

Knowledge and understanding of the political and institutional environment and situations and circumstances in which USUN policy and positions are formulated.

Knowledge of international events and world affairs.

Basic understanding of the United Nations infrastructures at the Security Council, and ability to work with these frameworks in order to advance U.S. foreign policy goals.

Ability to represent high level authorities such as the U.S. Permanent Representative to the UN.

Ability to serve as rapid response press officer for unforeseen events at the UN, often on short notice and after regular hours.

Ability to serve as agency spokesperson on complex and highly technical foreign policy.

Experience analyzing, assessing and documenting the proper and most efficient and effective methods for compiling, assessing and providing information. Ability to monitor developments from a variety of sources, identify relevant issues, quickly analyze and evaluate the latest information, and effectively integrate it with both historical knowledge and current Department and U.S. foreign policy priorities.

Expert knowledge to direct a public affairs and/or congressional/legislative program.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualification Section.

Resume must contain information sufficient (detailed) to make a valid determination as to whether or not the specialized experience requirements for the grade level are met.

Your qualifications will be evaluated on the following competencies (KSAs) and other characteristics and must be supported by information in your resume: **Outstanding Oral and Written Communication, Understanding of the United Nations structure, Leadership, Planning and Recommending, Political and Institutional Environment system, Interpersonal Skills, and Decision Making.**

Your resume serves as the basis for qualification determinations and in order to fully evaluate your application it **must** contain the information outlined in Applying for a Federal Job pamphlet (OF-510)

<http://careers.state.gov/forms/of0510.pdf>. Your resume must highlight your most relevant and significant work experience and education (if applicable) as it relates to this job vacancy. You may receive credit for unpaid or volunteer experience on the same basis as paid experience, provided it is directly related to this job.

Failure to identify the required experience in your resume will result in loss of consideration. To receive proper credit, your resume must include: (1) knowledge of the subject matter and technical skills pertinent to the position; (2) examples of the specific duties performed that fully detail the level and complexity of the work for each job listed; (3) actual time spent in such activities (percentage of time worked in each position); (4) beginning and ending dates of employment (dates must be listed with both month and year for qualifying purposes); (5) frequency worked (i.e., daily, monthly, etc.); (6) number of hours worked; and (7) names and phone numbers of your current and/or previous supervisor(s). This information must be clearly identified in your resume. Applicants must meet all the qualification requirements and submit any supporting documentation by the closing date of this announcement.

You will be evaluated to determine if you meet the minimum qualifications required, and on the extent for which your application/resume shows that you possess the competencies associated with this position as defined. When describing your experience; experience must be reflective of the complexity of the knowledge you possess, the level of the people with whom you have interacted with, and the level of sensitivity of the issues you handled, etc.

If you are a current Federal employee, you must submit a copy of your most recent Federal performance appraisal. THIS APPRAISAL MUST BE DATED WITHIN THE PAST 12 MONTHS. IF YOU DO NOT HAVE A CURRENT PERFORMANCE APPRAISAL, A STATEMENT ADDRESSING THE REASONS WHY A CURRENT APPRAISAL WAS NOT SUBMITTED, MUST BE INCLUDED.

COMPLETE APPLICATIONS (please include starting and ending dates of employment (month and year) - hrs worked per week – salaries – supervisor info and education) **MUST BE RECEIVED BY THE CLOSING DATE OF THE ANNOUNCEMENT.**

APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE CONSIDERED.

ALL MATERIAL SUBMITTED WILL BECOME THE PROPERTY OF THE U.S. MISSION TO THE UNITED NATIONS AND WILL NOT BE RETURNED.

The U.S. Mission to the United Nations is an Equal Opportunity Employer. Candidates will receive consideration without regard to race, color, religion, sex, national origin, marital status, age, political affiliation, union or non-union affiliation, sexual orientation, disability, or any other non-merit factors.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Employee Relations, Work/Life Programs, at (202) 261-8180. The decision on granting reasonable accommodations will be on a case-by-case basis.

(SEE NEXT PAGE FOR HOW TO APPLY)

HOW TO APPLY

You may apply for advertised vacancies with a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose. Although we do not specify the format in which information is presented or require the use of any particular application form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for a specific vacancy. If your application package does not provide all the information requested, you will lose consideration for the job. **Fax applications** to the Human Resources Unit (212) 415-4393

JOB INFORMATION

In order to apply for USUN vacancies all applicants must provide the information outlined below:

1. Announcement number
2. Title and grade (s) of the position for which you are applying.

PERSONAL AND EDUCATIONAL INFORMATION

1. Full name, mailing address (with zip code) and day and evening phone numbers, including area code
2. Social Security Number
3. Country of citizenship
4. Veterans' preference (proof of eligibility required)
5. Highest Federal civilian grade held, incl. series, beginning and ending dates
6. Name, city and state of last high school attended and date of diploma or GED
7. Name and state of college and universities attended major fields of study, type and year of any degrees received (if no degree, show total number of credits earned and indicate whether they are in quarter or semester hours).

Applicants with foreign education must submit an evaluation of their course work by an organization recognized for accreditation or by an accredited U.S. College or university.

WORK EXPERIENCE AND OTHER QUALIFICATIONS

In addition, applicants *must* provide information on their work experience, both paid and non-paid, that is *related* to the position for which they are applying, including:

1. Job title (series and grade if Federal employment)
2. Duties and accomplishments
3. Employers' name and address
4. Supervisor's name and telephone number (indicate if we may contact your current supervisor)
5. Starting and ending dates of employment (month and year)
6. Hours worked per week
7. Salary
8. Any other qualification, including *job related*: training (title and date of course); skills (e.g., languages, typing speed, tools, machinery, computer software/hardware); current licenses; or honors, awards and special accomplishments (e.g., honor societies, publications)

ADDITIONAL INFORMATION

1. All current Federal employees and reinstatement eligible ***must submit a current performance appraisal*** and a SF-50 showing proof of status. (If a current performance appraisal does not exist, a form DS-1966 (Applicant Appraisal) or equivalent form from another agency, signed by the current supervisor is acceptable, or if the performance appraisal of record does not fully address the ranking factors, the DS-1966 may be submitted.)
2. All non-competitive eligible ***must submit*** proof of eligibility.
3. All other applicants (non-status) ***must*** submit information identified above.

WHERE TO APPLY

ADDRESS APPLICATIONS TO: U.S. Mission to the United Nations, 799 UN Plaza, New York, NY 10017, Attn: Human Resources Unit, Room-1229 e-mail address USUNHRO@State.Gov, FAX 212-415-4393. FOR QUESTIONS ABOUT THIS JOB: Charlotte Mantzaris 212-415-4256

PRIVACY ACT INFORMATION

The Office of Personnel Management and other Federal agencies rate applicants for Federal jobs under the authority of sections 1104, 1302, 3301, 3304, 3320, 3361, 3393, and 3394 of title 5 of the United States Code. We need the information requested to evaluate your qualifications. Other laws require us to ask

APPLICATIONS WHICH ARE INCOMPLETE OR MAILED IN POSTAGE-PAID GOVERNMENT ENVELOPES WILL NOT BE CONSIDERED. ALL APPLICATIONS MUST BE POSTMARKED BY THE CLOSING DATE AND ARRIVE IN USUN/HR BY COB ON THE FIFTH WORKING DATE AFTER THE CLOSING DATE. ALL MATERIAL SUBMITTED WOULD BECOME THE PROPERTY OF THE DEPARTMENT OF STATE.